

**Activity:** 3.3  
**Define Project Objectives**

**Responsibility:** Project Manager/Team

**Description:** Use the information gathered during the analysis of the current user environment to define the objectives of the project. The objectives should identify what the project is intended to accomplish and why it is being undertaken (e.g., to resolve problems or to satisfy statutory requirements). Include a description of any deficiencies in the current manual and automated processes, the severity and impact of any problems, and the solutions and benefits that will result from implementing the project. The objectives should be identified in measurable terms.

**Sample Questions:** The following list provides sample questions that can be used to help define the project objectives. Even though the users' answers to some questions might be tentative, partial answers will be useful at this stage of the lifecycle. These questions can be revisited during the Requirements Definition Stage to help develop the project requirements.

- What is the general intent of the product?
- What organizational or Departmental functions will the product support?
- What are the major functional components of the product?
- Will the product produce any files or reports or provide data for other Government agencies, organizations, applications?
- Will the product use any data, files, or reports generated by other Government agencies, organizations, applications?
- What Departmental mission(s) will the product support?
- What Departmental strategic goal(s) will the product support?
- Will the product be aligned with the Departmental Information Resources Management (IRM) plans?
- Will the product satisfy statutory or regulatory requirements?
- What are the anticipated benefits of the product?

**Sample Questions,  
continued:**

- Is the product in alignment with applicable information and system architecture and architectural guidance, including the Departmental Information Architecture?

**Work Product:**

Develop a formal statement of project objectives. This statement will be incorporated into the Project Plan. If a feasibility study is conducted, the statement of project objectives should be included in the Feasibility Study Document. Place a copy of the project objectives in the Project File.

**Sample Statement  
of Project  
Objectives:**

*The Human Resources organization needs a reliable means for tracking information about all of the personnel for whom it is responsible. This will be accomplished with the development of a new automated administrative information application called the Human Resources Information System (HRIS). The high-level objectives of the HRIS project are to develop an application that will:*

- *Provide a central local area network repository for personnel data.*
- *Ensure accuracy and timeliness of all personnel data.*
- *Enable access to the data by the Human Resources staff as well as Training, Salary Administration, and other organizations as required.*
- *Generate a series of basic reports.*
- *Provide the capability to produce ad hoc reports in the event existing reports do not satisfy the users' reporting requirements.*

**Review Process:**

A peer review may be conducted on the formal statement of project objectives although, once the Project Plan is developed, a structured walkthrough will be conducted.

**Reference:**

A description of the peer review process can be found in section 2.5 *Quality Reviews*.